Reviews the Report on the Working of the Stationery Depôt for the year 1931-32.

READ—

Letter No. S. 471, dated the 12th August 1932, from the Superintendent of Stationery, Bangalore, submitting the Report on the working of the Stationery Depôt for the year 1931-32.

ORDER No. G. 2359-409 P. & S. 19-32-3, DATED BANGALORE, THE 3RD OCTOBER 1932.

Recorded.

Mr. B. Puttaiya, was in charge of the Stationery Depôt, throughout the year.

The year opened with a stock of the value of Rs. 1,35,559 and new stock valued at Rs. 1,62,291 was either purchased or received from the Press and other Offices, bringing the total value of the stock to Rs. 2,97,849. Supplies of the value of Rs. 1,59,697 were made during the year to several Offices as against Rs. 1,98,800 in the previous year, leaving a balance of Rs. 1,38,153 at the close of the year.

The total value of articles purchased during the year was Rs. 1,38,899 of which the value of articles of Mysore Manufacture was Rs. 3,514 and that of Indian Manufacture Rs. 89,785 against Rs. 7,841 and Rs. 96,447 respectively, in the previous year.

The expenditure of the Stationery Depôt on establishment and contingencies was Rs. 7,498 as against Rs. 8,197 in the previous year. During the period under review revised rules were issued for the supply of Stationery and forms to the several Offices in the State.

As a measure of economy, the supply of stationery and forms to the several Offices in the State was reduced by 50 per cent and a substantial saving was effected in the Stationery Budget. A revised edition of the Stationery Manual bringing the rules of procedure up-to-date was issued during the year.

The working of the Depôt was satisfactory.

R. RANGA RAO,
Secretary to Government,
General Department.

FINANCIAL SECRETARIAT.

Allowances for Shorthand and Typewriting Work.

READ—

Government Order No. Fl. 5933-4—S. & A. 176-31-13, dated 19th January 1932, sanctioning, among other things, the continuance of the allowance of Rs. 7 per mensem to the Steno-typist of the Chief Commandant's Office, pending disposal of the general question of the continuance of such allowances.

2. Letter No. 376—T.A.D.B. 2, dated 27th February 1932, from the Comptroller, forwarding a list of allowances to Typists and Steno-typists in the several departments of the State except the Railway, Education and Electrical Departments.

3. Letter No. Fl. 1405, dated 12th March 1932, from the Director of Public Instruction, forwarding a list of Steno-typists' allowances granted in the Education Department.

4. Undermentioned communications from certain heads of departments recommending, for reasons stated, the continuance of the allowances to Steno-typists, sanctioned in their Departments:—

(i) Letter No. C. 4297—31-32, dated 28—29th June 1932, from the Revenue Commissioner.

(ii) Un-official Note No. 10632-33, dated 1st July 1932, from the Director of Public Instruction.

(iii) Letter No. C. 45-32, dated 11th July 1932, from the Chief Commandant.

ORDER No. FL. 1824-83—S. & A. 176-31-57, DATED BANGALORE, THE 24TH SEPTEMBER 1932.

The allowances for Shorthand and Typewriting were for the first time sanctioned for the Secretariat under special circumstances in G. O. No. G. 126—G. M. 531-15-5, dated 4th July 1916 and subsequently extended to other offices. Latterly, these allowances were abolished in the Secretariat but such allowances continue in some other

offices, as detailed in the annexure to this order. As there is now no dearth of men possessing Shorthand and Typewriting qualifications, Government consider that there is no need to give such allowances in the future, if arrangements are made to advertise for and entertain people who possess the qualifications required of Steno-typists, in cases where the services of such people are necessary.

2. As regards the persons who are now getting such allowances, Government direct as follows:—

(i) The allowance granted to an official in the Chief Commandant's Office is considered unnecessary, since a separate post on a special pay has been sanctioned for the work, and should be discontinued.

(ii) The allowances will be abolished in cases of persons whose salary is more than Rs. 70 per mensem and in other cases will be limited to an amount which will bring up their total emoluments (including the allowance) to Rs. 70.

(iii) In the remaining cases also, the heads of departments will consider whether it is not possible to abolish the allowances immediately and if it is possible to do so, will give effect to the abolition immediately.

(iv) Wherever it is considered necessary to retain the allowances (wholly or partially) in cases where the total emoluments (salary plus allowance) do not exceed Rs. 70 per mensem the allowances so continued should be treated in the same way as personal allowances and continued only to the present incumbents and absorbed when they get promotion and not given for future incumbents.

3. The Heads of Departments concerned are requested to take necessary action on the above lines and submit a report to Government at a very early date.

S. SHAMANNA,
Secretary to Government,
Financial Department.

List of allowances to Typists and Steno-typists in the several departments.

Name of Office	No. of Officials	Monthly rate of allowance	Authority	Remarks
		Rs.		
1. Revenue Commissioner's Office, Steno-typist.	1	7	G. O. No. R. 4363-4—L. R. 79-23-9, dated 26th January 1925.	
2. Excise Commissioner's Office, Steno-typist.	1	7	G. O. No. Fl. 6030-1—Ex. 44-28-3, dated 11th February 1929.	
3. Stamp Manufactory, Typist.	1	3	G. O. No. Fl. 5252-3, —St. 9-27-4, dated 3rd January 1928.	Reduced from Rs. 5 to Rs. 3, in G. O. No. Fl. 6979-80—St. 27-31-2, dated 11th March 1932.
4. Government Advocate's Office, Bangalore, Steno-typist.	1	5	G. O. No. P. 2967-8—Cts. 40-24-4, dated 10th April 1924.	
5. District Courts, Bangalore, Mysore and Shimoga, Steno-typist.	1 (in each Court).	10	G. O. No. P. 655-6—Cts. 159-28-6, dated 20th July 1929 and G. O. No. Fl. 7-16—G. F. 85-31-1, dated 22nd October 1931.	Allowance reduced from Rs. 15 to Rs. 10.
6. Additional District Court, Bangalore, Steno-typist.	1	10	G. O. No. P. 3-4—Cts. 209-29-2, dated 27th September 1930.	Temporary.
7. Small Cause Court, Bangalore, Steno-typist.	1	8	G. O. No. P. 2056-7—Cts. 50-31-5, dated 9th October 1931.	Temporary.
8. Additional Sub-Judge's Court, Mysore, Steno-typist.	1	8	G. O. No. P. 4914-15—Cts. 123-30-4, dated 11th February 1931.	
9. Chief Commandant's Office, Steno-typist.	1	7	G. O. No. G. 11675-6—Mily. 183-29-2, dated 28th March 1930.	
10. Office of the Director of Public Instruction, Steno-typist.	2	1 (10) 1 (7)	G. O. No. D. 11624-5—Edn. 770-27-2, dated 30th April 1928 and G. O. No. D. 4157-8—Edn. 261-29-2, dated 18th October 1929.	